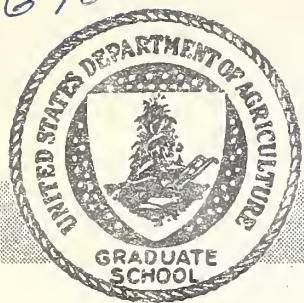


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# Newsletter

GRADUATE SCHOOL ★ USDA

May 10. 1954

To Faculty, Committee Members and  
others associated with the Graduate School:

We think we have an unusually good schedule for students who will use the summer to improve their skill on the job and broaden their range of interests. On the list are the courses in office techniques, public administration, and languages that are always in demand. In addition we are offering these new ones:

Eight weeks of rapid review in English for Secretaries. This has been divided into three sections and the fees arranged so that the student may take only the subjects needed. They are Sentence Structure, the first three weeks; Capitalization, the fourth, fifth, and sixth weeks; Vocabulary and Spelling, the final two weeks.

Foreign language courses for travelers to be given in French, Spanish, and German. We are also offering for the first time courses in Reading German, Reading French, and Commercial Spanish. This last is of interest to people who read and understand the language and would like to qualify for jobs with the Pan American Organizations or in Spanish speaking countries.

Three courses in the natural sciences - A Review of Elementary Organic Chemistry, Descriptive Astronomy, and Plant Propagation for Home Gardeners.

One graduate course in mathematics -- Partial Differential Equations.

Registration, as you may have noted on the schedule we mailed you, will be from June 7 through the 12th. Classes begin Monday, June 14.

GS teachers, someone observed the other day, have the qualifications of the usual college instructor. Added to this, they do the work in the day that they teach at night. New members on the staff this summer carry on the tradition. They include Captain Gordon Brigham, USAF; Sherwood King, formerly USIA, now director of his own writing studio; Wilfred Grosjean, formerly with the Foreign Service Institute, author of the widely used French grammar, "Chardenal"; C. . Prickett, Food and Drug Administration; Irving Greenbaum, Naval Observatory; Lee J. Enright, University of Maryland; Martin Kriesberg, Agricultural Marketing Service and lecturer at American University.

Nine men, who are doing outstanding work in Government, have accepted posts on GS departmental committees. They are: for Biological Sciences, Edward F. Knipling, Chief Entomology Research Branch, USDA, and Floyd S. Daft, Director, National Institute of Arthritis and Metabolic Diseases, HEW; for Physical Sciences, Louis C. Peltier and Maurice J. Terman, Geologists, U. S. Geological Survey, Interior; for Public Administration, James L. Buckley, acting Director of Personnel, USDA, G. E. Hilbert, Director of Utilization Research, USDA, and Ross Pollock, Chief Career Development Program, CSC, and Technology, Evan L. Flory, Chief, Soil Conservation Branch, Bureau of Indian Affairs, Interior, and Robley Winfrey, Chief, Training and Education, Bureau of Public Roads, Commerce. B. Ralph Stauber, Chief Agricultural Price Statistics Branch, USDA, a long-time member of the Committee on Mathematics and Statistics, has accepted the chairmanship.

What teaching methods are most effective for courses in public administration? O. B. Conaway found different points of view last month when he queried GS instructors for material to use in his talk before the Public Administration Society in Chicago last month.

Teachers who favor group methods of instruction find that case studies, group assignments for general class criticism, and similar workshop techniques are highly effective. Two instructors use role-playing to help students gain a better understanding of the problems.

Despite the apparent success of these methods, most GS teachers believe that lectures and limited discussion are necessary in the elementary and middle classes. Here are the reasons they give.

1. The government and administrative experience of students in the lower classes are of a fragmentary nature. They need an introduction to the organized information in their field of interest. Lectures seem to give them more in a shorter time.

2. Lectures are necessary to bring people of diverse backgrounds to a common meeting ground -- to focus attention on the important questions. In the beginning of the course the students do not have enough information on class topics to discuss them usefully.

3. Most students have had such diverse experiences that it is often hard to direct a productive discussion and to relate their experiences to the matter at hand.

All of the teachers said they employ discussions in the advanced courses. They also find personal conferences are very helpful and try to have at least one with each student during the semester.

Another example of how the GS program is shaped to meet employment needs can be seen in a course now under discussion. This is Law Librarianship. It has been suggested by the Law Librarians Society of Washington. Miss Anna Jensen who discussed the problem with Registrar Louise Sullivan says no courses are available for law library assistants in the area and there is a need for training of this type. She believes the course would also be of interest to young lawyers who want to become acquainted with legal reference materials.

We have begun making plans for three lecture series to be given in Jefferson auditorium during the coming year. A joint venture by GS and USDA's Office of Personnel, the lecture series will be concerned with (1) agricultural policy, (2) scientific progress, and (3) some phase of public administration. Frederick V. Waugh, Agricultural Marketing Service, is chairman of the committee arranging for the first series. G. E. Hilbert, Director of Utilization Research, is in charge of planning for the second. Ralph Roberts, Administrative Assistant Secretary, will direct the third.

Transcripts of the class records of 221 GS students from USDA in the fall semester have been mailed to the personnel offices where the students are employed. There they will be filed in the students' personnel folders.

At the suggestion of Zelma Hicks, a CPS in USDA, Registrar Louise Sullivan has outlined a course of study that will help condidates qualify for the Certified Professional Secretary's examination. Classes already being offered in GS cover sections in the examination on personal adjustment and human relations, business law, economics and business administration, secretarial accounting, and general secretarial and office procedures.

We note with interest that: Lewis H. Rohrbaugh is leaving his present post as special associate to the American Council on Education in July to become provost at the University of Arkansas; Morris C. Leikind, who teaches History of Biology, has been elected to the Washington Academy of Sciences in recognition of his work in the history of science; Walter B. Emery is now general consultant for the Joint Committee on Educational Television.

Our office is providing the banking, disbursement, and accounting services for funds recently awarded the Federal Extension Service by the Fund for Adult Education. The grant will be used to conduct a workshop for directors and instructors in regional summer schools for Extension workers.

We have given Joseph Movshin, chairman of the books exhibit at the American Society for Quality Control, permission to display three GS publications at the Society's convention in St. Louis next month. The books are: Statistical Methods from the Viewpoint of Quality Control by Shewhart; Lectures and Conferences on Mathematical Statistics and Probability by Neyman; and On the Statistical Theory of Errors by Deming and Birge.

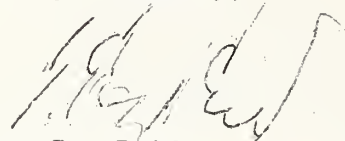


Students in the advanced Spanish class taught by Mrs. G. Medrano de Supervia observed Pan American Day, April 14 with a program featuring a Mexican Travelogue. Alfred Brodie, a former student showed slides he had made on a recent trip to Mexico. William Jarvis, a member of the class, supplied the Spanish narrative.

Two students in Duncan Scott's course in Feature Writing have sold articles they prepared as class assignments. Arlene Edelson's "Home Full Home" will appear in EVERY WOMAN'S. Beatrice T. Cecil's "Navy's Beneficial Suggestions Program" in THE OFFICE.

Our Committee on Information has two new members: Frank Teuton, who succeeds E. R. McIntyre as chairman, and David Hall. Both are Branch Chiefs in Agricultural Research Service Information, Mr. Teuton of Visual Information, Mr. Hall of Publications.

Very sincerely,



T. Roy Reid  
Director

